

Retention and Classification Report

Agency: Department of Agriculture and Food. Conservation Commission
(870)
350 North Redwood Road
P.O. Box 146500
Salt Lake City, UT 84114-6500
538-7171

Records Officer Nancy Betzing

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AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 9903

3

TITLE: Agricultural advisory board minutes

DATES: 1985-

ARRANGEMENT: Chronological

DESCRIPTION:

Records created by a committee or conference, including advisory committee records relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees.

RETENTION:

Retain 4 years

DISPOSITION:

Transfer to the State Archives permanently.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03/18/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives.

APPRAISAL:

Administrative

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 9903

TITLE: Agricultural advisory board minutes

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 80290

3

TITLE: Agriculture resource development loan records

DATES: 1983-

ARRANGEMENT: Alphabetical by name.

ANNUAL ACCUMULATION: 7.00 cubic feet.

DESCRIPTION:

These records document monies loaned from Agriculture Resource Development funds. Loans are used to fund such conservation projects as sprinkler systems, watershed projects, and prevention of waterways contamination. Records may include correspondence, security filings, title policies, loan histories trust deeds, and other legal documents.

RETENTION:

Retain 7 years after loan is paid out.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/2004

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after loan is paid out and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

Computer output microfiche master: Retain in Office for 7 years and then destroy.

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 80290

TITLE: Agriculture resource development loan records

(continued)

APPRAISAL:

Administrative Fiscal

This retention reflects the administrative needs of the agency.

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 15645

3

TITLE: Annual reports

DATES: 1938-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION:

DESCRIPTION:

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, annual reports, other published or processed documents, and the last manuscript report, if not published, relating to management projects. The fiche have copies of the 1946 biennial report.

RETENTION:

Retain 1 year

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 08/17/1995

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then microfilm and transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 15645

TITLE: Annual reports

(continued)

APPRAISAL:

Historical

Publications document agency history and functions. Publications have ongoing research value.

PRIMARY CLASSIFICATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 15647

3

TITLE: Auditors reports

DATES: 1990-

ARRANGEMENT: Numerical by date

ANNUAL ACCUMULATION:

DESCRIPTION:

Report prepared by internal or external auditors as a result of a financial audit.

RETENTION:

Retain 3 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 7.

AUTHORIZED: 08/17/1995

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 15647

TITLE: Auditors reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 81038

3

TITLE: Contracts

DATES: 1978-

ARRANGEMENT: Alphabetical by department

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Contracts entered into by the Department of Agriculture usually for professional services.

RETENTION:

Retain 7 years after completion

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years or until termination or completion and then destroy.

APPRAISAL:

Administrative Legal

This retention is based on Utah General Schedule 14 item 3 1988 schedule.

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 81038

TITLE: Contracts

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 14120

3

TITLE: District program reports

DATES: 1970-

ARRANGEMENT: Chronological by fiscal year

ANNUAL ACCUMULATION:

DESCRIPTION:

These records document district program reports from the Department of Agriculture, Division of Marketing and Enhancement, Soil Conservation section. Information includes test results, programs, development plans, tests, and correspondence.

RETENTION:

Retain 5 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 6.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

This disposition is based on the secondary historical value to researchers interested in soil conservation in Utah.

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 14120

TITLE: District program reports

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305 (2008)

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 15646

3

TITLE: Financial information resources system (FIRMS) year end reports

DATES: 1980-

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

Includes the following: FICAA01T Trail balance monthly. FICAA05P Outstanding encumbrance. FICAA09P Outstanding reservation. FICAA10P Cash deposits. FICAA30P General ledger activity. FICAA85P Revenue and expenditure status by fund. FICAED01 Expenditure detail by sub-account. FICAES01 Expenditure status by sub-account. FICAES02 Work program/expenditure comparison by summary account. FICARD01 Revenue detail by sub-account within organization. FICARS01 Revenue status by sub-account. FICARS02 Estimated revenue/realized revenues. FICAER01 Expenditure/revenue summary by level 2. FICAMP01 Revenue account status by activity other than Department of Transportation. OBSOLETE RECORD SERIES BY 1998.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 21.

AUTHORIZED: 08/17/1995

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 5 years and then destroy.

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 15646

TITLE: Financial information resources system (FIRMS) year end reports

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302 (1)(e) (2008)

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 14121

3

TITLE: Grants

DATES: 1989-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

Annual reports on grants received by State agencies from the Federal Government, which may contain applications, notice of award, program reports, and correspondence.

RETENTION:

Retain 5 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 2, Item 4.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 14121

TITLE: Grants

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 80287

3

TITLE: Ground water policy committee files

DATES: 1983-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

This file includes list of workshop members, workshop minutes and strategy reports. This committee was formed as required by the Federal Environmental Health Protection Agency. The purpose of the committee is to formulate Utah State public policy on ground water use and misuse. These are original files. The EPA has also received a copy.

RETENTION:

Retain 5 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical
These records have long-term historical value.

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 583

3

TITLE: Inspector's statistical reports

DATES: 1958-

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION:

Retain in Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 80289

3

TITLE: Loan receivables

DATES: 1983-

ARRANGEMENT: Chronological by date

ANNUAL ACCUMULATION: 7.00 cubic feet.

DESCRIPTION:

These records contain daily and monthly statements that track Agriculture Resource Development Loans. Money is borrowed to promote resource development projects for non-federal rangeland improvement and management, and to implement energy efficient farming techniques.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/2004

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative Fiscal

This retention reflects the administrative needs of the agency.

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 80289

TITLE: Loan receivables

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 80286

3

TITLE: Non-point source pollution act files

DATES: 1979-

ARRANGEMENT: Alphabetical by project

ANNUAL ACCUMULATION:

DESCRIPTION:

These files document progress on federally funded 208 water projects. The documents included are project proposal, work plan, application, memorandum of understanding, evaluation of project, map of area, problem identification and assessment and technical contracts. These are copies of records kept by the federal government. The 208 program no longer exists.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after project is finished and then destroy.

APPRAISAL:

Administrative

This retention is based on 7 CFR 708.

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 80288

3

TITLE: Rural clean water project files

DATES: 1979-

ARRANGEMENT: Alphabetical by project name

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These files document the progress of rural clean water projects. Included in these files are applications for funds, project proposals, outline of work project, maps of monitoring sites, project reports, review of projects and comments from the panel. These are not the record copy which is kept by the Rural Clean Water office of the Environmental Protection Agency.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after the end of the project and then destroy.

APPRAISAL:

Administrative

This retention is based on 7 CFR 708 which states that these records should be kept 3 years past the end of the project.

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 80291

3

TITLE: Rural rehabilitation loan files

DATES: 1983-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records document and track monies loaned from Rural Rehabilitation funds to various borrowers. These funds are to help new farmers get started and current farmers to improve farming operations and/or improve cash flow. These records may include correspondence, security filings, title policies, loan histories and legal documents such as trust deeds.

RETENTION:

Retain 18 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 11/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 16 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal

This retention reflects 3 years beyond the life of the longest loan.

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 80291

TITLE: Rural rehabilitation loan files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 84816

3

TITLE: Soil conservation commission minutes

DATES: 1944-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Minutes of open and closed committee and board meetings as required by UCA 52-4-203 (2014), et seq. "Written minutes shall be kept of all open meetings" UCA 52-4-203 (2013). May include agenda, meeting minutes, transcripts, and other supporting documentation.

RETENTION:

Retain 1 year. Transfer to Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03/02/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical Legal

This board oversees the expenditure of federal funds and its records are important for future decision making as well as historically valuable. (See GRS 88:1:5:b)

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 84816

TITLE: Soil conservation commission minutes

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 80241

3

TITLE: Soil conservation district elections

DATES: 1979-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This is an automated program which stores the ballot information correspondence and a ballot tallying program. It includes names of land owners living in certain soil conservation districts, their mailing address and a tally of the voting. It is a secret ballot but the tally is published in the newspaper.

RETENTION:

Retain 2 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 2 years or until superseded and then erase.

Paper: Retain in Office for 30 days after the results have been published in the newspaper and then destroy.

APPRAISAL:

Administrative

This retention date was reached because of administrative need for these records. The elections are to be held every 2 years, UCA 4-18. However, federal referendums according to 7 CFR 719.25

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 80241

TITLE: Soil conservation district elections

(continued)

states that the actual ballots need only be kept 30 days.

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 80283

3

TITLE: Soil conservation district files

DATES: 1944-

ARRANGEMENT: Alphabetical by district name

ANNUAL ACCUMULATION:

DESCRIPTION:

These files are the central administrative files documenting the planning and operations of the 39 Soil Conservation Districts (SCD's). These files are divided into current year, past 2 years and historical data. They include many general schedule items as well as the record copy of long range plans, year end reports, and short range plan reports.

RETENTION:

Retain 10 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 7 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

This retention is based on administrative need as well as historical interest.

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 80283

TITLE: Soil conservation district files

(continued)

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 9902

3

TITLE: Soil conservation district histories

DATES: 1970-

ARRANGEMENT: Alphabetical

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Scrapbooks, photographs, articles, program notes and documentation of events sponsored or funded by an agency. Also included are narrative audio or audiovisual agency histories.

RETENTION:

Retain 11 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 4.

AUTHORIZED: 08/13/1991

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 9902

TITLE: Soil conservation district histories

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 15648

3

TITLE: Technical assistance grants

DATES: 1980-

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

Accepted proposals and applications, contracts, project reports, studies, certificates, agreements, memoranda, correspondence, and other records relating to receipt, review, award, evaluation, status and monitoring of grants; allocation of funds and project budgets. Specific grant case files may have additional retention requirements, please contact the State Archives to schedule a specific retention.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 2, Item 9.

AUTHORIZED: 08/17/1995

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 15648

TITLE: Technical assistance grants

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 22518

1

TITLE: Utah State ground water program records

DATES: 1994-

ARRANGEMENT: Chronological by year, thereunder numerical by sample number

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These program records provide information about water quality to well owners whose wells are not covered under the Clean Water Act. They also provide information about water quality for general areas to the public and other state agencies. All records are connected by the sample number. After a sample is taken the physical attributes and GPS location are recorded on a database. Information from the data base and lab are merged into an electronic data base. An annual report containing general site maps, chemical data tables, and text are filed with the State Library System. The Pre-Sample Information Form is a paper document with all other information held in electronic data bases. A hard copy report is published annually with summaries of the chemical data and maps showing general locations. A digital image is also recorded at each site to assist in follow up visits to identify well locations. These images are labeled with the sample number and burned into a compact disc (CD) at the end of each sample season. It is projected by the agency that each sample site will be resampled every 5 to 7 years.

RETENTION:

Retain 20 years.

DISPOSITION:

Transfer to the State Archives permanently.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 22518

TITLE: Utah State ground water program records

(continued)

Records Center. Retain in State Records Center for 5 years and then transfer to State Archives.

Computer magnetic storage media: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives.

CD-ROM: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 20 years and then destroy.

APPRAISAL:

Administrative Historical

This disposition is based on the historical value to researchers interested in water quality in Utah.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. Home address, telephone number, and instructions showing the well or sample location.

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 9904

3

TITLE: Utah soil conservation commission minutes

DATES: 1980-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Records created by a committee or conference, including advisory committee records relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees.

RETENTION:

Retain 3 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/18/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 9904

TITLE: Utah soil conservation commission minutes

(continued)

PRIMARY CLASSIFICATION:

Public